

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #



## **KING COUNTY ON SITE JOB ANALYSIS**

**JOB TITLE** Latent Print Supervisor

**JOB CLASSIFICATION** Latent Print Supervisor

**DOT TITLE** Fingerprint Expert (government ser.)

**DOT NUMBER** 375.387-010

**DEPARTMENT** Sheriff

**DIVISION** Technical Services

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 1

**JOB STATUS**

Full Time, Civil Service.

**ADDRESS OF WORKSITE**

516 3<sup>rd</sup> Avenue  
Seattle, WA 98104

**CONTACT'S NAME** Carol Gillespie

**CONTACT'S PHONE** 206-296-7515

**EMPLOYER JOB TITLE**

Regional Manager Automated Fingerprint Identification System (AFIS)

**DATE COMPLETED** 4/18/02

**VRC NAME** Jeff Casem

**DATE REVISED** 5/8/08

**WORK HOURS**

Employee has the option of working 10 hours a day, 4 days a week or 8 hours a day, 5 days a week. Start and end times of shift can vary upon preference and work demand.

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #

### **OVERTIME**

This position is overtime exempt.

### **JOB DESCRIPTION**

Provides supervision to staff and is primarily responsible for planning, technical direction, training, organizing, assigning, monitoring and completing written evaluations of the work performed by 18 highly technical and specialized Latent Print Examiners. Under the general direction of the Latent / Photo Operations Manager, the Latent Print Supervisor implements policy and formulates procedures in the operation of the functions and responsibilities of the King County Regional Forensic Latent Unit. The Latent Print Supervisor resolves operational problems within the King County Sheriff's Office, contract cities, and suburban agencies. Responsibilities include creating, designing, implementing and continually improving training programs for Latent Print Examiners Trainees as well as other law enforcement deputies, officers and technicians. The responsibilities also include assisting in the development of processes and programs to support training programs that are offered regionally throughout King County law enforcement agencies.

### **ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

A minimum of two years hands-on experience in latent fingerprint processing, comparison and identification, including forensic photography and other techniques used in the collection, preservation, and comparison of latent prints.

Knowledge of manual and Automated Finger Print Identification Systems, image enhancement systems and national standards that affect both electronic images, the comparison process, and court testimony. The worker must also possess knowledge of crime scene processing and have the ability to testify in a court of law. Must have knowledge of Community Oriented Policing (COP) concepts and problem solving skills.

### **ESSENTIAL FUNCTIONS Listed in order of importance**

1. Provides supervision, training, and technical assistance to Latent Print Examiners in several areas of crime scene investigation including: friction

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #

- ridge identification, safety procedures, chemical processing, use of Alternate Light Sources, powder development, image enhancement, and the use of Automated Fingerprint Identification System (AFIS).
2. Provides supervision, training, and technical assistance to Latent Print Examiners in the areas of laws and legal aspects of physical evidence, chain of custody, criminal procedures, courtroom testimony, and the history of the science of fingerprints.
  3. Evaluates and spot checks each staff member's skills and developmental progress and arranges for training as needed.
  4. Functions as a liaison for the King County Sheriff's Office Regional Forensic Latent Unit to other public agencies and private businesses as well as professional and community groups regarding the regional AFIS system, and the Image Enhancement System.
  5. Develops and implements policies and procedures for efficient operations in the Latent Print Unit.
  6. Creates selection criteria for employment for the Latent Print Unit.
  7. Collects, maintains and provides operational and statistical information concerning staffing needs, work procedures and backlogs.
  8. Authorizes repairs of unit equipment.
  9. Develops, monitors, and maintains, multiple budgets for assigned units.
  10. Provides staff mentoring in history, theory, practice of latent fingerprint science and forensic photography by staying current in these highly technical areas through research and participation in advanced training seminars.
  11. Testifies in courts of law as an expert witness in latent finger prints.
  12. Handles and resolves personnel problems and issues within units.
  13. Troubleshoots AFIS hardware and software problems of NEC mainframe.

#### **TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED**

Computer, telephone, cellular telephone, county vehicle, networked computer system, laptop computer, AFIS computer, printing powders, fingerprint chemicals, film based cameras, digital cameras, CA fuming chamber, humidity chamber, Alternate Light Source, photograph enhancement software, electrostatic dust lifter, pen, and pencil.

#### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

**This job is classified as**

Sedentary

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #

**Standing**

Occasionally on flat carpeted, cement and linoleum surfaces for up to 15 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while supervising and instructing employees.

**Walking**

Occasionally on flat carpeted, cement and linoleum surfaces for distances of up to 6 blocks for up to 20 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while walking to meeting in other buildings.

**Sitting**

Continuously on an office chair or car seat for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while completing paperwork and performing computer tasks. Worker can alternate tasks to reduce prolonged static positions. If the employee chooses to work a four day a week, 10 hours per day they can sit up to 3 hours at a time for up to 9 hours total in a shift.

**Climbing stairs**

Occasionally for up to one minute at a time while climbing up to 2 flights for up to 10 minutes total in a work shift. Most commonly occurs while walking to and from separate work areas.

**Bending/Stooping**

Occasionally on flat carpeted and linoleum surfaces for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while placing and removing items on a bookshelf as well as searching for files.

**Operating Controls with Feet**

Occasionally for up to 30 minutes at a time for up to 1 hour total in a work shift while driving to conferences. On a rare occasion the worker may attend a conference that may require driving up to 2.5 hours at a time for up to 3 hours total in a shift.

**Reaching above shoulder height**

Rare for up to 5 seconds at a time for up to 1 minute total in a work shift while reaching for files, books or binders in high file drawers or on high shelves.

**Reaching at waist to shoulder height**

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while performing computer and paperwork duties.

**Reaching at knee to waist height**

Rare for up to 5 seconds at a time for up to 15 seconds total in a work shift while opening and closing office drawers, placing or removing objects on bookshelves, and reaching for the paper shredder.

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #

**Reaching at floor to knee height**

Rare for up to 5 seconds at a time for up to 15 seconds total in a work shift while opening and closing office drawers, placing or removing objects on bookshelves, and reaching for boxes and other objects on the floor.

**Lifting 1-10 pounds**

Occasionally for 5 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 3-5 pounds while manipulating books and files.

**Carrying 1-10- pounds**

Occasionally for distances of up to 6 blocks for up to 10 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 10 pounds while carrying a bag with files in it to meetings as well as when transporting files to and from different work areas.

**Pushing and Pulling**

Occasionally for up to 5 seconds at a time with a force of 3-7 pounds, for up to 20 minutes total in a work shift. Most commonly occurs when opening and closing office doors as well as when sliding files and books across the desk/work area.

**Handling**

Frequently for up to 10 minutes at a time for up to 4.2 hours total in a work shift while using the computer mouse as well as manipulating files and books.

**Operating Controls with Hands**

Frequently for up to 2.5 hours at a time for up to 4.2 hours total in a work shift while using the computer mouse and driving a County vehicle.

**Fingering**

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while typing and using the computer mouse.

**Talking**

Continuously for up to 2.5 hours at a time for up to 5 hours total in a work shift while conversing with co-workers, participating in meetings, directing staff members, and talking on the telephone.

**Hearing**

Continuously for up to 2.5 hours at a time for up to 5 hours total in a work shift while conversing with co-workers, driving, participating in meetings, directing staff members, and talking on the telephone.

**Near acuity—clarity of vision at 20 inches or less**

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while performing computer and paperwork duties.

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #

**Far acuity—clarity of vision at 20 feet or more**

Occasionally for up to 2.5 hours at a time for up to 3 hours total in a work shift while driving a county vehicle and supervising staff.

**Depth perception—three dimensional vision**

Occasionally for up to 2.5 hours at a time for up to 3 hours total in a work shift while driving a county vehicle.

**Visual accommodation—Adjustment of lens of eye to bring an object into sharp focus**

Occasionally for up to 2.5 hours at a time for up to 2.5 hours total in a work shift while using magnifying glass to inspect fingerprints.

**Color vision—ability to identify and distinguish colors**

Occasionally for up to 2.5 hours at a time for up to 2.5 hours total in a work shift while identifying color-coded latent prints using the AFIS computer.

**Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point**

Occasionally for up to 2.5 hours at a time for up to 3 hours total in a work shift while driving a county vehicle.

**TEMPERAMENTS**

Directing, controlling, or planning activities of others: Continuously

Performing repetitive or short-cycle work: Occasionally-Frequently

Influencing people in their opinions, attitudes, and judgements: Continuously

Performing a variety of duties: Frequently- Continuously

Expressing personal feelings: Occasionally-Frequently

Working alone or apart in physical isolation from others: Rare-Occasionally

Working effectively under stress: Continuously

Attaining precise set limits, tolerances, and standards: Frequently

Working under specific instructions: Occasionally

Working with others: Continuously

Making judgements and decisions: Continuously

**ENVIRONMENTAL FACTORS**

Work is performed in an office and fingerprint laboratory setting. The employee can be exposed to fingerprinting powder, latent print processing chemicals such as methanol. The noise level is quiet.

**Workers are exposed to**

Outside weather: Rare

Fumes: Occasionally

Odors: Occasionally

Dusts: Occasionally

Gases: Occasionally

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #

Poor ventilation: Frequently  
Moving mechanical parts: Rare  
Vibration: Occasionally  
Toxic or caustic chemicals: Occasionally

**POTENTIAL MODIFICATIONS TO JOB**

Ergonomic chair for added comfort during long periods of sitting.  
Alternating tasks to avoid prolonged static postures.  
Workspace software to monitor typing and computer use.

\_\_\_\_\_  
Signature & title of evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & title of employee

\_\_\_\_\_  
Date

JOB TITLE: Latent Print Examiner Supervisor  
EMPLOYEE:

DOT # 375.387-010  
CLAIM #

### HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

☐ The employee is released to perform the described job with the following modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_

☐ The employee is not released to perform the described duties due to the following job functions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_

☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date